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MAR 27 1958

MEMORANDUM FOR: Chief of Administration, DD/P ✓
Assistant Director for Communications
Director of Training
Comptroller
Auditor

SUBJECT: Departmental Requisitioning Procedure

1. Submitted herewith is a draft, in duplicate, of "Requisitioning Procedures", chapter 2 of the Departmental Supply Procedure.
2. This procedure is designed to furnish directions to all elements in the departmental area and stations in the United States for the preparation and submission of requests for supplies to the Stock Control Branch, Supply Division.
3. The objective of this procedure is to reduce the cost of processing a requisition and at the same time speed up the flow of paper work required to ship the item from the depot, as well as provide any secondary document such as purchase requests, notice of delayed items (thru the notice of dues out established) and notice of cancellation. The flexible line item requisition is designed so that the original typing is reproduced on all subsequent documents thereby saving typing, proofreading, and possibility of typographical errors. Further the line items are strippable to allow for expansion, rearrangement and deletions.
4. Processing in Stock Control is speeded up by allocating strips to editors for simultaneous actions.
5. Stock picking is expedited in the same manner as each stock picker is furnished strips for stocks in his area thereby any number of stock pickers may work simultaneously.
6. The requisitioner is aided by being able to place any type item on a single requisition.
7. The consignee is aided by the item identification furnished by the gummed back strip attached to one of each line item showing stock number, nomenclature, unit of measure, and requisition on which he ordered the item.
8. Security is observed by having a sterile document merely by the removal of the header stub. (See Figure 1)

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9. This procedure is a chapter in the "Departmental Supply Procedure" and subsequent chapters hinge on this procedure. Therefore, it is requested that this procedure be coordinated within your office and returned as soon as possible.



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JAMES A. GARRISON
Chief of Procurement and Supply

Enclosures

PSO/SD/CS:ern:jcs (18 March 1953)

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